

## Local Head Start Memorandum of Agreement

This agreement is between the Greater Louisville Head Start, Head Start Grantee Program ("Head Start") and the Jefferson County School District ("School District") to coordinate services to eligible children through federal Head Start and state Preschool programs.

### I. Purpose of Agreement

This Memorandum of Agreement ("MOA") sets out the terms by which the Head Start program and School District will ensure full utilization of Head Start funds by meeting the following objectives: (1) to avoid duplication of programs and services; (2) to avoid supplanting of federal funds; and (3) to maximize the use of Head Start funds to serve as many four-year-old children as possible. This MOA also provides for coordination between Head Start and School District as required by 45 CFR 1302.53 and 45 CFR 1302.63.

### II. Authority

Whereas, Head Start must enter into an agreement with the School District in order to support coordination between Head Start and publicly funded preschool programs (642 (e) (3) of the Head Start Act and 45 CFR, Part 1302.53); and

Head Start must work to develop an interagency agreement with the School District to improve service delivery to children eligible for services under the Individuals with Disabilities Education Act (IDEA), including the referral and evaluation process, service coordination, promotion of service provision in the least restrictive environment, and transition services as children move from services provided under Part C of IDEA to services provided under Part B of IDEA and from preschool to kindergarten (45 CFR, Part 1302.63); and

School District must work with Head Start to avoid duplication of programs and services, avoid supplanting federal funds, and maximize Head Start funds in order to serve as many four-year-old children as possible (KRS 157.3175); and

School District must achieve certification with Head Start director that the Head Start program is fully utilized (KRS 157.3175);

Now, therefore, it is mutually agreed by Head Start and School District to enter into this MOA.

### III. Program Descriptions

**Head Start** is a comprehensive child development program, funded by the U.S. Department of Health and Human Services, serving at-risk families with young children pursuant to 42 USC 9831, *et seq.* Services include education, health, mental health and family and community partnerships to eligible three- and four-year-old children.

**State-Funded Preschool** is a program designed to meet the comprehensive needs of children through developmentally appropriate teaching and learning practices, as well as collaboration with medical, health, mental health and social service agencies. Services are provided to eligible children pursuant to KRS 157.3175 and 704 KAR 3:410.

#### IV. Goals of Collaboration

Head Start and School District agree to work together in furtherance of the following goals:

- a. To avoid duplication of programs and services;
- b. To avoid supplanting of federal funds;
- c. To maximize the use of Head Start funds to serve as many four year old children as possible;
- d. To establish seamless delivery of services that builds on the strengths and supports the needs of the service area;
- e. To ensure coordination and collaboration between Head Start and School District, including specific roles and responsibilities to ensure a coordinated service system;
- f. To ensure effective, two-way communication between Head Start and School District, in order to remove barriers to collaboration and to promote effective service delivery;
- g. To improve availability and quality of services for four-year-old children and their families, ensuring that all eligible children in the service area have access to quality education and comprehensive services;
- h. To ensure that Head Start and School District will plan and coordinate recruitment and access to services and implement strategies to enroll the hardest to reach children in the service area;
- i. To support the optimal development of children, including their school readiness and success, and the advancement and success of families;
- j. To collaborate in service delivery to the greatest extent possible, including in transportation, facilities and other resources as appropriate and to ensure information exchange regarding educational and non-educational services for the benefit of children and families;
- k. To coordinate services to children with disabilities and to support Head Start with ensuring at least ten (10) percent of enrolled children are eligible for services under IDEA.

#### V. Joint Roles and Responsibilities

Head Start and School District agree to cooperate and collaborate in the development and implementation of each of the following areas mandated by the Head Start Act of 2007 (42 USC 9831 *et seq.*):

- a. Educational activities, curricular objectives, and instruction
  - i. Head Start and School District agree to implement research-based curriculum coordination aligned with the Head Start Child Outcomes Framework, the Head Start Program Performance Standards, and the Kentucky Early Childhood Standards.
  - ii. Head Start and School District agree to engage in ongoing communication for continuity of curricular objectives and shared expectations for children's learning and development as the children transition to school.
- b. Public information dissemination and access to programs for families contacting the Head Start program or the School District preschool program

- i. Head Start and School District agree to coordinate to provide community/public information dissemination and resource development to support and improve school readiness.
  - ii. Head Start and School District agree to engage in ongoing communication between Head Start staff and School District staff, such as teachers, social workers, McKinney-Vento coordinators, Family Resource Youth Service Coordinators, other federal program coordinators, and health staff that facilitate program coordination.
- c. Selection priorities for eligible children to be served by programs
  - i. Head Start and School District agree to coordinate and engage in child selection, enrollment, and notification practices that will ensure all eligible children will be served by the program.
    - 1. Both parties will meet annually to review eligibility requirements, selection criteria and recruitment lists to establish a system for determining the best placement based on characteristics and need for enrolling families.
    - 2. This process will be coordinated, transparent and seamless for children and families served. A written document will be mutually developed outlining how this process will work.
    - 3. Both parties will ensure 35 (number) four-year-old's will enroll in Head Start on September 1 based on the 1989-90 number of four-year old's served, or a mutually agreed upon target that maximizes federal Head Start funds in order to serve as many at-risk four-year-old's in the district as possible. It is mutually understood by both parties that full enrollment for Head Start must be met on the first day of instruction.
    - 4. Both parties will confirm the number of four-year-old's enrolled in Head Start on September 1 or the first day of instruction whichever is later, with the Kentucky Department of Education by September 15.
  - ii. Coordination and collaboration between Head Start and School District will target the participation of underserved populations of eligible children.
  - iii. Enrollment priorities will include homeless and foster care children as well as limited English proficient children and informing their parents of instructional services to help children acquire English proficiency.
  - iv. Coordination and collaboration with other programs, as applicable, such as First Steps, Family Resource Centers, Subsidized Child Care Providers, and other early childhood providers will be a priority for both parties.
- d. Definition of service area
  - i. Child recruitment and referral practices will ensure all children will be served by the appropriate program in the service area.
  - ii. Collaboration will occur to reduce duplication and enhance service efficiency in the service area.

- iii. Service delivery and program strategies will be coordinated to overcome collaboration barriers.

School District and Head Start agree to coordinate the location of sites in the community and the provision of additional service in order to minimize the transportation of young children to meet the needs of working parents and facilitate parent involvement in both programs.

- e. Professional learning
  - i. Opportunities for joint staff professional learning will be identified and pursued in the following areas:
    - 1. Collaborative recruitment and enrollment strategies
    - 2. Early childhood standards, instructional methods, curriculum, assessment, and social emotional development
    - 3. Early childhood transitions
    - 4. Parent and community engagement
- f. Technical assistance
  - i. Collaborative efforts will be made to identify common technical assistance needs.
  - ii. Program technical assistance will be shared when and where feasible.
- g. Provision of services to meet the needs of working parents, as applicable: coordinating activities to make full day and full year resources available to children who need it and collaborating with childcare entities in the service area.
- h. Communication and parent outreach for smooth transitions to kindergarten
  - i. Joint support of children's transition to elementary school, including appropriate records transfers, outreach to parents, and specific activities to address limited English proficient children and their families.
  - ii. Joint parent education about their roles in the public schools related to their children's learning and development.
- i. Transitions
  - i. Head Start and School District will collaborate, pursuant to 45 C.F.R. Part 1302, Subpart G, to:
    - 1. Help parents understand practices they use to effectively provide academic and social support for their children during their transition to kindergarten and foster their continued involvement in the education of their child;
    - 2. Prepare parents to exercise their rights and responsibilities concerning the education of their children in the elementary school setting, including services and supports available to children with disabilities and various options for their child to participate in language instruction educational programs; and,
    - 3. Assist parents in the ongoing communication with teachers and other school personnel so that parents can participate in decisions related to their children's education.

- ii. Head Start and School District will collaborate to ensure that (1) relevant records are transferred to the child's next placement, (2) communication between Head Start staff and their counterparts in school fosters the continuity of learning and development, and (3) Head Start and kindergarten teachers participate in joint training and professional development activities.
- j. Provision and use of facilities, transportation, and other program elements.
  - i. Head Start and School District will:
    - 1. Share facilities, as feasible and appropriate.
    - 2. Share transportation, as feasible and appropriate.
    - 3. Provide joint parent activities, education and involvement, as feasible and appropriate.
    - 4. Exchange information on children's service provision, as feasible and appropriate.
  - ii. School District may also provide additional financial and programmatic support to Head Start as appropriate and feasible. This support may be in the provision of free or reduced cost services. This provision is intended to support Head Start with meeting non-federal match requirements.
- k. Serving children with disabilities
  - i. Referrals and Evaluations.
    - 1. Head Start will refer children, as appropriate, to School District for evaluation to determine whether the child is eligible for services under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 *et seq.*).
    - 2. Head Start and School District will collaborate to the greatest extent possible to develop and implement an eligible child's IFSP or IEP, including but not limited to inviting a Head Start representative to Admission and Release Committee meetings as appropriate.
  - ii. Service Coordination.
    - 1. Head Start and School District will jointly recruit and enroll eligible children with disabilities.
    - 2. With parental consent, School District will provide a copy of the IEP to Head Start.
    - 3. Head Start and School District will collaborate to ensure that all services are provided in accordance with a child's IFSP or IEP, and that the child is working towards the goals of the IFSP or IEP.
    - 4. School District will review and revise, as appropriate, the IFSP or IEP for each child no less than annually.
  - iii. Least Restrictive Environment. School District and Head Start will collaborate to ensure that services are provided in a child's regular Head Start or preschool classroom to the greatest extent possible.
  - iv. Transition.

1. School District and Head Start will plan and implement transition services for children with an IEP who are transitioning to kindergarten.
2. School District and Head Start will collaborate with parents to ensure the appropriate steps are taken to support the child and his or her family as they transition out of Head Start or preschool.

l. Protecting Personally Identifiable Information

- i. Head Start and School District have reviewed this MOA with respect to the exchange of Personally Identifiable Information (“PII”). Head Start and School District shall:
  1. Collaborate to share student information, as well as to report student and program data to state and federal agencies, in a manner that meets, where appropriate, the Family Educational Rights and Privacy Act (FERPA), 42 U.S.C. § 1232g, the Head Start Program Performance Standards, Part 1303, Subpart C, Protections for the Privacy of Child Records, and the confidentiality provisions of IDEA, 34 C.F.R. §§ 300.610 – 300.626 and 34 C.F.R. §§ 303.401 – 303.417.
  2. Maintain appropriate safeguards to protect PII, including providing appropriate training for all individuals who receive PII.
- ii. School District will notify Head Start of any unauthorized disclosure of the PII of a child enrolled in Head Start no later than twenty-four hours following discovery of such unauthorized disclosure. Likewise, Head Start will notify School District of any unauthorized disclosure of the PII of a child enrolled in Head Start or preschool no later than twenty-four hours following discovery of such unauthorized disclosure.

m. Other elements mutually agreed to by the Parties. **(specify)**

- i. See attachment A

## VI. Term of Agreement


The term of this MOA will begin on September 1, 2022 (Beginning Date) and shall terminate on August 31, 2023 (Ending Date). This MOA may be amended during this term by mutual written consent of Head Start and School District.

## VII. Signatures

The Parties intend to achieve the terms of this MOA and maintain a meaningful partnership to promote school readiness so eligible families are served in a coordinated, high quality system. The Parties agree to plan and implement strategies based on practice and research that have proven to support children’s school success. The Parties agree to coordinate recruitment and enrollment so that each child and family is served in the best setting and programs cooperate to maximize community resources.

**For the Head Start Grantee:**

**Head Start Director**

Vaughn M. Nebbitt  
Name  
VP of Early Childhood Services  
Title  
  
Signature  
June 16, 2022  
Date

**Head Start Grantee Executive Director/Authorized Representative**

Pam Darnall  
Name  
CEO  
Title  
Pam Darnall  
Signature  
06/16/2022  
Date

**For the School District:**

**Early Childhood Program Director**

Rina Gratz  
Name  
Executive Director Early Childhood Programs  
Title  
  
Signature  
  
Date

**Superintendent of Schools / Agency Executive Director**

Dr. Marty Pollio  
Name  
Superintendent of Jefferson County Public Schools  
Title  
  
Signature  
  
Date

Attachment A

**JCPS/Greater Louisville Head Start Collaboration Plan**  
**for Serving Students with Disabilities**

JCPS and Greater Louisville Head Start Program agree to coordinate services to children  
with disabilities

<b><u>Topic</u></b>	<b><u>Jefferson County Public Schools</u></b>	<b><u>Greater Louisville Head Start</u></b>
<b>Summary of Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>● JCPS will provide diagnostic services for Head Start children who may need special education and related services and who are enrolled at Keystone Early Learning Academy, St. Benedict Early Learning, Neighborhood House Child Development Center, Weskids Child Development Center, Auburndale Learning Academy, and any additional centers or partnerships established through the Greater Louisville Head Start Program. All services will be Provided at a Head Start facility. No services will be proved in the student Home.</li> <li>● Right to Audit Clause (attached)</li> <li>● Non-Discrimination Policy (attached)</li> <li>● Acceptable Use of Agency Property (attached)</li> <li>● Amendment/Termination Clause (attached)</li> <li>● Termination of Material Breach (attached)</li> </ul>	<ul style="list-style-type: none"> <li>● Greater Louisville Head Start will provide all staff related to Head Start/Early Head Start services.</li> <li>● Greater Louisville Head Start will provide an Early Learning &amp; Inclusion Specialist (ELIS).</li> <li>● Greater Louisville Head Start will provide staff to conduct initial Head Start developmental screening. GLHS will advise families to follow-up with medical care if the screening is failed.</li> <li>●</li> <li>● Greater Louisville Head Start will provide medical and dental services, family support services and parent activities for all Head Start/Early Head Start children as required by Head Start Program Performance Standards.</li> <li>● Greater Louisville Head Start will provide Head Start enrollment data to the appropriate district personnel.</li> <li>● Right to Audit Clause (attached)</li> <li>● Non-Discrimination Policy (attached)</li> <li>● Acceptable Use of Agency Property (attached)</li> <li>● Amendment/Termination Clause (attached)</li> <li>● Termination of Material Breach (attached)</li> </ul>

<b>Child Find Efforts</b>	<p><b>JCPS will include Head Start in the local Child Find effort</b></p> <ul style="list-style-type: none"> <li>JCPS will conduct communication (speech and language) screening of Head Start students as needed after initial developmental screening has been completed by Head Start.</li> <li>JCPS will provide a speech-language pathologist to complete the Communication Screener, upon request (Contact JCPS Communication Disorders Office at 485-3254 to schedule).</li> <li>Communication screening will take place at the Head Start facility. No screening will take place in the students home.</li> <li>The JCPS speech-language pathologist will review communication screening results with Greater Louisville Head Start staff.</li> <li>JCPS will assist Greater Louisville Head Start with referral completion, as requested.</li> </ul> <p>JCPS will provide notice to the parent of the child's right to services under IDEA.</p>	<p><b>Head Start will participate in the district's Child Find Effort under IDEA</b></p> <ul style="list-style-type: none"> <li>Greater Louisville Head Start will complete initial screenings in the following areas: <ul style="list-style-type: none"> <li>Developmental</li> <li>Vision</li> <li>Hearing</li> </ul> </li> </ul> <p>Greater Louisville Head Start will review initial screening results with families and provide follow-up support for failed hearing or vision screenings. GLHS will advise families that follow up medical care needs to take place prior to communication screening where possible</p> <ul style="list-style-type: none"> <li>Greater Louisville Head Start will develop and implement research-based interventions and will collect and analyze intervention data.</li> <li>Greater Louisville Head Start will conduct a re-screening, if necessary.</li> <li>Greater Louisville Head Start will receive written parental consent to initiate referral to JCPS.</li> </ul> <p>Greater Louisville Head Start will assist with distributing notices to parents of the child's right to services under IDEA</p>
<b>Referrals and Evaluations</b>	<p>JCPS will work with Head Start regarding Admissions and Release Committee (ARC) and evaluation process</p>	<p>Head Start will work with JCPS regarding ARC and evaluation process for HS Children</p>

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|  | <ul style="list-style-type: none"> <li>● Referrals of Head Start children will be accepted by JCPS Diagnostic Center (Diagnostic Center-485-3979).</li> <li>● JCPS will include the Greater Louisville Head Start Early Learning and Inclusion Specialist and Head Start teacher in the ARC meeting.</li> <li>● JCPS will contact and work with parent and Head Start representatives.</li> <li>● JCPS will coordinate ARC meeting times and places with HS and parents to facilitate active participation.</li> <li>● If ARC recommends a full evaluation for a Head Start student, the evaluation will take place at the JCPS Diagnostic Center.</li> <li>● JCPS will ensure written parent consent is obtained.</li> <li>● JCPS will coordinate the eligibility evaluation which will include Head Start data.</li> </ul> | <ul style="list-style-type: none"> <li>● Referrals of Head Start students will be made by the designated Greater Louisville Head Start contact person.</li> <li>● Greater Louisville Head Start will coordinate with the State-Funded Preschool program to deliver and document prior adequate instruction as a part of the referral process.</li> <li>● Greater Louisville Head Start will use the JCPS referral form.</li> <li>● Greater Louisville Head Start will obtain parent consent for the referral.</li> <li>● Greater Louisville Head Start will assist with family communication, explain the ARC process and obtain written consent from parents at required points.</li> <li>● Greater Louisville Head Start will participate in the eligibility evaluation and provide intervention data on child performance.</li> <li>● Students will continue to be enrolled in Greater Louisville Head Start during evaluation process and eligibility determination.</li> </ul> |
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<p><b>Service Coordination and Provision of Services</b></p>	<p><b>JCPS will share the following special education services and resources at the Head Start facilities</b></p> <ul style="list-style-type: none"> <li>• JCPS will provide speech language pathologists for communication screenings and speech and language service delivery.</li> <li>• JCPS will provide an Interdisciplinary Early Childhood Education (IECE) teacher for ARC meetings.</li> <li>• JCPS will provide an ARC Chairperson.</li> <li>• JCPS will provide services for students who are identified as having a Speech-Language Impairment (SLI) at the Head Start facility. Services will not be provided in the student's home.</li> <li>• If a student is determined eligible for any other disability and is to receive speech as a related service, the ARC will review a draft Individualized Education Program (IEP) for the provision of those services. If the family elects to remain with Head Start the family will have to decline the entire IEP including speech as a related service.</li> <li>• Special education services will take place in conjunction with the JCPS school calendar.</li> </ul> <p><i>The District recognizes its responsibility to assure the provision of a free and appropriate educational service to eligible children.</i></p>	<p><b>Head Start will work with JCPS to deliver special education service and resources to Head Start students</b></p> <ul style="list-style-type: none"> <li>• The Greater Louisville Head Start Early Learning and Inclusion Specialist will provide support for students, families, and staff within the Head Start Program.</li> <li>• Greater Louisville Head Start will assure the child's classroom teacher will attend the ARCs and provide input on the child's progress.</li> </ul>
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<b>Transition</b>	<p><b>JCPS will assist Head Start children with disabilities and their families in transitioning to the primary program</b></p> <ul style="list-style-type: none"> <li>• JCPS will collaborate on the completion of the Kindergarten transition ARC meetings to assure continuity of services.</li> <li>• JCPS will provide resource information to Greater Louisville Head Start regarding Kindergarten transition initiatives.</li> </ul>	<p><b>Greater Louisville Head Start will assist Head Start children with disabilities and their families in transitioning to the primary program</b></p> <ul style="list-style-type: none"> <li>• Greater Louisville Head Start will ensure parents are informed of Kindergarten transition from preschool beginning at the age 4.</li> <li>• Greater Louisville Head Start will include Head Start school staff in home visits prior to transition to primary school.</li> <li>• Greater Louisville Head Start will make arrangements and obtain written parent consent to release Head Start records to the school prior to school enrollment.</li> <li>• Greater Louisville Head Start will participate in the ARC meeting with the district for kindergarten transition to avoid gaps in services.</li> </ul>
<b>Other Areas of Agreement</b>	<p><b>JCPS will include Head Start Children with disabilities on the IDEA count if criteria are met.</b></p> <ul style="list-style-type: none"> <li>• JCPS will continue to work cooperatively to meet the needs of the children</li> <li>• JCPS will provide Greater Louisville Head Start with the State Student IDs of Head Start students with disabilities for Head Start to fulfill state student assessment and demographic data reporting requirements to the Kentucky Early Childhood Data System (KEDS).</li> </ul>	<p><b>The Head Start program will assist the district in assuring that criteria are met for counting Head Start children on the IDEA count.</b></p> <ul style="list-style-type: none"> <li>• Greater Louisville Head Start will continue to work cooperatively to meet the needs of the children</li> <li>• Greater Louisville Head Start will provide directly to the Kentucky Early Childhood Data System (KEDS) all required student assessment and demographic information for Head Start students with disabilities.</li> </ul>

## **Attachment B**

### **Greater Louisville Head Start/Early Head Start Program Recruitment Plan**

#### **Overview and Goals**

The goal of this recruitment plan is to:

- Ensure that the program is actively recruiting and enrolling the neediest families in (40203, 40208, 40210, 40211(shared), 40212, 40213, 40214, 40215, and 40216).
- Obtain and maintain 100% enrollment of our classrooms and home based programs.
- Ensure that our enrollment reflects 10% special needs children

#### **Steps to achieve the goal;**

- Modify and enhance our recruitment materials.
- Staff training for consistent and aligned messaging
- Tracking and completion of applications.
- Meaningful connections to our community partners and local business/employers
- Collaborate with Local Education Agency and Part B agencies

#### ***Team Roles and Responsibilities***

##### **Family Services Coordinator:**

- Oversees recruitment initiatives
- Supports/implements strategies, planning, training, and outreach efforts
- Seeks support and direction, as needed, from the Director of Family Services and Health
- Collaborates with Early Learning Inclusion Specialist on recruitment of special needs children.
- Collaborates with the Health Coordinator on all health related initiatives.
- Directly supervises Family Advocates and their activities on a weekly basis
- Provides weekly data on enrollment to the Director of Head Start
- Makes contact with local employers/businesses and community agencies; schedules street canvassing and center events
- Outlines expectations for team with individual supervisions
- Holds staff accountable for consistent and quality follow-up with parents
- Oversees the development and use of recruitment materials
- Collaborates with program Leadership to implement strategies to reach full enrollment and increase retention
- Identifies center level and Leadership staff that will be “leads” in recruitment efforts
- Participates on local advisory boards to develop relationships with community partners and promote the program
- Oversees the data analysis of the Family Services portion of Shine Insight

##### **Health Coordinator:**

- Updates Health Services Advisory Committee members of recruitment efforts and partners with these agencies to recruit families
- Participates on local advisory boards to develop relationships with community partners and promote the program

- Collaborates with program Leadership to implement strategies to reach full enrollment and increase retention
- Makes contact with local employers/businesses and community agencies; schedules street canvassing and center events
- Holds staff accountable for consistent and quality follow-up with parents
- Collaborates with Early Learning Inclusion Specialist on recruitment of special needs children.

#### **Family/Health Team:**

- Responsible for individual recruitment and enrollment efforts, street canvassing, event participation, etc.
- Completes follow-up with and tracking inquiries/leads.
- Completes applications with families
- Makes connections with local businesses and agencies
- Utilizes staff members for different activities based on their strengths
- Responsible for regular data entry in Shine Insight

#### **ERSEA Coordinator:**

- Completes all tasks as outlined above for center level staff.
- Works closely with Family Services Coordinator in developing program/center wide recruitment activities
- Maintains a running list of community events that the program can participate in.
- Orders all recruitment materials.
- Maintains the ERSEA data
- Completes additional tasks, as needed
- Oversees the data analysis of the ERSEA portion of Shine Insight

#### **Recruitment Materials - proposed**

- Postcards- labels on each with center information
- Distribute postcards during street canvassing and events
- Leave postcards with employers and community partners to distribute to clients
- Fliers
- Displayed in windows of area agencies, business and employers
- Lawn signs and Banners
- Displayed in front of all centers
- Trifold Brochures
- To provide to community partners, LEA, etc.
- Giveaways
- Items will vary per event

#### **Training of Family Services and Health team**

- Family Services Coordinator and Health Coordinator will develop a list of community partners by February 28, 2022 that we will have or seek partnerships with. Memorandums of Understanding with community partners and school districts will be reflective of collaboration on recruitment.
- The Transition Team will facilitate training on ERSEA. This includes the application process, Selection Criteria, and eligibility documents. Data entry training will take place for all initial staff. Once initial staff is hired, ongoing training(s) will be provided as new staff come onboard.

- All new Family Services and Health center level staff will participate in ERSEA training within 30 days of hire.
- This will include Head Start Compliance, best practices and the updated New ERSEA Rule.
- SHINE Insight training (data entry) on enrollment will be part of the staff on boarding plan.

The following best practices that align with the Head Start Performance Standards for ERSEA will be introduced at the training and reviewed /reinforced throughout the program year:

- Consistent Messaging
- Expectation of staff – roles, responsibility and accountability
- Frequently asked questions and how to respond
- Role playing and demonstration of positive and negative interactions
- Practicing conversations with parents
- Following up with applications

#### **Waitlist**

- The ERSEA Coordinator will follow up with families of 3 and 4 year-olds who were on the waitlist for the previous program year but never participated and/or were not previously approved to complete a new application/eligibility the upcoming program year.
- Re-verification will be completed with families of children that are currently in EHS that are age eligible for HS.

#### **Initial Contact**

- The Family Services and Health staff are responsible for sections under ERSEA that encompasses the recruitment, eligibility, selection and enrollment of families. They will provide a welcoming and warm environment for families and be responsible for the completion of application in a timely manner. All Family Services staff is responsible for the recruitment and enrollment of families for the upcoming program year.
- The Family Services and Health staff will ensure that an application is completed with parents that come to the center. If the parents cannot provide all documents then staff will set up a specific next step to complete the process by providing a list of items needed to complete the application. Staff should be prepared to answer all questions and to offer a tour of the center; if possible parents should meet the Center Director and a teacher.
- When street canvassing or participating in a community event, staff will ensure that they have a name and at least two contact numbers for follow up. Follow-up calls are to be made **within 48 hrs** of the initial contact with the parents setting up a time/date to complete the application.
- Center Directors will include “recruitment “ in their monthly center level meeting agenda emphasizing that it is “everyone’s responsibility” and to ensure that all staff have postcards and fliers to distribute in the community. The Center Director will work closely with their Family Services Coordinators on center level recruitment activities/events.
- The Family Service and Health team will ensure families are aware of Licensing requirements and support families in obtaining necessary services and documents.

#### **Tracking**

- All inquiries and applications will be entered and tracked in Shine Insight with the Family Services Coordinator monitoring progress weekly.
- Family Services Coordinator and ERSEA Coordinator will monitor all recruitment events to understand where recruitment efforts are being successful and then adjust plans as needed.

## **Special Needs**

- Family Services and Health and the Early Learning Inclusion Leadership teams will coordinate outreach to Early Intervention agencies and other area agencies that work with special needs children in recruitment efforts.

## **Outreach**

### **Infant/toddler programs**

- Will reach out to local providers to provide information about our program

### **Open House/Health Fairs**

- Identified centers will offer an Open House to the community at least one time during the recruitment high season. Parents that have been identified through street canvassing and referrals by agencies will be invited.

### **TANF /Homeless/ Foster Care/Child Welfare**

- Provide local offices that work with these families with recruitment materials and provide follow up with potential families
- Attend workshops/trainings to provide an overview of program and one to one conversation with potential parents Employers/Local Businesses
- Identify local employers in area
- Provide recruitment materials that would be available to employees
- Set up a meeting with employees or one to one to inform them of our program (Community Partners/agencies)
- Identify those that provide services to families with age eligible children
- Provide recruitment fliers/postcards and update supplies on a weekly/monthly basis  
Provide an overview of the program to staff that work directly with clients. This may include a tour of one of our centers
- Be visible at the agency for direct interactions with families
- Targeting those that work with the Homeless and Foster care families

*Target agencies: Local churches, WIC, Health departments, Libraries, Laundromats, food stores, early intervention agencies, Family Resource Centers, Food Stamp programs, community food banks, United Way, homeless shelters, local colleges, primary care providers, clinics, hospitals, all Human Services and nonprofit agencies.*

## **Street /Community Canvassing**

- Develop a strategic plan to reach all areas of the community
- Focus on times/areas that will have greater viability to interact with potential families
- Provide business with fliers to display in windows/doors and postcards to hand out to customers ● Target special events at businesses to be present

## **Calendar of events**

\* Attach center calendars here

## Attachment C

<p><b>8.14 AMENDMENT/TERMINATION CLAUSE</b></p> <p>In the event that federal or state laws or other regulations, including funding requirements, are amended or judicially interpreted so that the continued fulfillment of this Agreement, on the part of either party, is substantially unreasonable or impossible, or if the parties are unable to agree upon any amendment which would therefore be needed to enable the substantial continuation of the services contemplated by this Agreement, then the parties shall be discharged from any further obligations created under the terms of this Agreement, except for the equitable settlement of the respective accrued interest of obligations, incurred up to the date of termination.</p>	<p><b>8.14 AMENDMENT/TERMINATION CLAUSE</b></p> <p>In the event that federal or state laws or other regulations, including funding requirements, are amended or judicially interpreted so that the continued fulfillment of this Agreement, on the part of either party, is substantially unreasonable or impossible, or if the parties are unable to agree upon any amendment which would therefore be needed to enable the substantial continuation of the services contemplated by this Agreement, then the parties shall be discharged from any further obligations created under the terms of this Agreement, except for the equitable settlement of the respective accrued interest of obligations, incurred up to the date of termination.</p>
<p><b>8.15 TERMINATION FOR MATERIAL BREACH</b></p> <p>Without limiting either Party's ability to terminate in accordance with other provisions of this Agreement, in the event of either Party's material breach of this Agreement, which is not cured within thirty (30) business days following receipt of written notice of such breach, the non-breaching Party will have the right to terminate this Agreement in whole <u>or in part</u> by giving a notice of termination effective ten (10) business days following receipt of notice of termination.</p>	
<p><b>8.16 NON-DISCRIMINATION POLICY</b></p> <p>The district will not discriminate against any employee or applicant because of race, religion, color, sexual orientation or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the district.</p>	
<p><b>8.17 RIGHT TO AUDIT CLAUSE</b></p> <p>The district shall, at all times during the term of this Agreement and for a period of three years after the completion of this Agreement, maintain such records, together with such supporting or underlying documents and materials relating to or pertaining to this Agreement kept by or under the control of the district, including, but not limited to those kept by the district, its employees, agents, assigns, successors, and subcontractors. The district shall at any time requested by the Head Start program, whether during or after completion of this Agreement, and at the district's own expense make such records available for inspection and audit (including copies and extracts of records as required) by the Head Start program. Such records shall be made available to the Head Start program during normal business hours at a mutually agreed upon location and subject to a three-day written notice.</p>	
<p><b>8.18 ACCEPTABLE USE OF AGENCY PROPERTY</b></p> <p>Use of the Head Start program's property, including computers and electronic systems, is for program and business activities related to the performance of this Agreement. These resources shall be used in an honest, ethical and legal manner that conforms to applicable license agreements, contracts and policies regarding their intended use. The copying or use of the program's intellectual property for personal use or benefit during or after the period of this Agreement is prohibited unless approved in advance by the Head Start director.</p>	

## Addendum

Community Coordinated Child Care, Inc., a Kentucky nonprofit corporation ("4-C") hereby acknowledges and agrees that has read the Local Head Start Memorandum of Agreement (the "MOA"), dated September 2, 2020 between Family & Children's Place, Inc. ("Grantee") and Jefferson County Public Schools. 4-C further acknowledges and agrees that, as a service provider to Grantee, 4-C approves of the terms of the MOA and agrees to assist Grantee with Grantee's performance thereunder.

### Community Coordinated Child Care, Inc.

Cori Gadansky  
*Name*  
Executive Director of Community Coordinated Child Care  
*Title* Cori Gadansky  
*Signature* 6/16/22  
*Date*